BY ORDER OF THE COMMANDER
2D BOMB WING

AIR FORCE INSTRUCTION 21-101

2D BOMB WING
Supplement

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Maintenance

AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel David A. Carlson)

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This publication implements AFPD 21-1, *Maintenance of Military Materiel* and supersedes AFI 21-101 (26 March 2014). It provides the minimal essential guidance and procedures for safely and effectively maintaining, servicing, and repairing aircraft and support equipment. It applies to all 2d Bomb Wing units involved in aircraft and munitions maintenance or related activities. This publication does not pertain to the Air National Guard and Air Force Reserve units unless operationally assigned to 2 BW. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed in its entirety. This revision aligns the supplement with AFGSC instruction and incorporates changes from previous Guidance Memorandum. This instruction has all chapters renumbered. Please note changes to the following programs/guidance: Addressed (PEDs) use on flightline, hangars, and industrial

work areas; incorporated 2 BW FOD Operating Instruction; added procedures for HUNG/retained ordinance and definitions of each; and provides guidance for aircraft DCC program responsibilities/management.

1.9.2. **(Added)** The appropriate Safety activity will review unit level publications affecting munitions operations or safety; including all locally developed checklists, instructions, supplements, plans, or operating procedures relating to nuclear surety IAW AFI 91-101, *AF Nuclear Weapons Surety Program*.

1.15.1. **[DEV]** The use of personal electronic devices (PED) (e.g., cell phones, portable music/video players, electronic games, tablets, etc.) is authorized on the flightline, hangars, and in other industrial work centers with the following restrictions:

1.15.1.1. **(Added)** Personal electronic device use is limited to periods of down-time and when not actively performing a maintenance action, unless utilized to enhance turnover.

1.15.1.2. **(Added)** PED use must comply with all associated AFIs, Technical Data, and Safety Standards. It is each individual's responsibility to know these requirements and account for their security.

2.4.30.1. **(Added)** Refer to Chapter 8 and for guidance on MXG local manufacture procedures and controls.

2.4.43.1. **(Added)** Section/Element Chiefs and Production Superintendents/Expediters. The section/element chief and/or production superintendent/expediter will ensure only the most qualified technician available is dispatched. They will then discuss the course of action with the assigned technician. Upon completion of all corrective actions, the section/element chief will review the maintenance records to ensure that they are thorough and sufficient. For a second-time repeat or recurring malfunction, the AMU maintenance supervision (OIC/Supt), will review the maintenance records to ensure that they are thorough and sufficient. For a third-time repeat/recur, and all additional repeat/recurs, the AMU supervision will consider impoundment action.

2.4.43.2. **(Added)** CND MALFUNCTIONS. The following procedures will be used for a malfunction that cannot be duplicated.

2.4.43.2.1. **(Added)** If all possible checks have been made and the malfunction still cannot be duplicated, a qualified/certified (if applicable) technician will clear the discrepancy. The statement "COULD NOT DUPLICATE MALFUNCTION" will be entered in the applicable block of the AFTO Form 78lA, along with the technical order reference used in troubleshooting and the symbol will be cleared IAW TO 00-20-1.

2.4.46.1. **(Added)** 2 BW/FOD Monitor will serve as SME to support the development of the wing/installation instruction (Barksdale AFB Instruction 13-396) to control tools, equipment, and electronic devices from all non-aircraft maintenance wing agencies that dispatch (traverse to) to aircraft parking/runway/taxi areas and aircraft maintenance areas. The OPR will be the MXG/CC.

2.4.47.1.1. **(Added)** Refer to Chapter 11 for guidance on individual responsibilities and specific procedures for Cannibalization (CANN) actions.

2.4.48.1. **(Added)** Refer to BAFBMI 21-16 which governs the use and responsibilities of 2 BW GITA.

2.7.13.1. **(Added)** EOR Procedures.

2.7.13.1. **(Added)** Reception and parking. The APG Flight will ensure that a B-4/5 stand (flare only), chocks and two personnel are available on the appropriate hammerhead/taxiway prior to aircraft landing if necessary for hung/retained/unconfirmed hung munitions/flares. APG Flight personnel will stop the aircraft on the hammerhead/taxiway. After APG Crew Chief establishes communications with the aircrew, weapons EOR crew will inspect the aircraft to determine the status of munitions/flares.

2.7.15.1. **(Added)** Flares.

2.7.15.1.1. **(Added)** If no attempt was made to expend flares and flares are retained and it is determined that the aircraft has no damage, no unsafe condition exists and that electrical power is or can be isolated from the flares, the aircraft will be released for normal taxi to its assigned spot and normal download procedures will apply.

2.7.15.1.1.1. **(Added)** External power and post flight inspections may proceed if flares are not to be down loaded immediately.

2.7.15.1.2. **(Added)** If an attempt was made to expend flares and all flares have not expended and it is determined that the aircraft has no damage, no unsafe condition exists and that electrical power is or can be isolated from the flares, the aircraft will be released for normal taxi to its assigned spot and normal download procedures will apply. DO NOT apply external power until the flares are downloaded.

2.7.15.1.3. **(Added)** If an attempt was made to expend flares and all flares have not expended and power cannot be isolated from the flares or any abnormalities exist contact MOC. MOC notifies Command Post, who will notify the EOD team for response to the aircraft. The APG Crew Chief will instruct the aircrew to shut down engines and will call for a tow crew. After engine shutdown, EOD/weapons EOR crew will remove the affected flare dispensing canister(s) and ensure the aircraft is safe to tow. The APG Flight will then tow the aircraft to its assigned spot. EOD will take possession of the affected canister(s).

2.7.15.1.4. **(Added)** Subject matter experts will coordinate with QA and the investigating authority (307 WG/SE and Safety Investigation Board) to identify malfunctions and determine the cause.

2.7.15.2. **(Added)** Hung/Retained Bombs Procedures.

2.7.15.2.1. **(Added)** Definitions:

2.7.15.2.1.1. **(Added)** HUNG ordnance (LIVE or INERT) is a weapon that does not separate from the aircraft after an attempted release and is considered an Unsafe Weapons Condition. An attempted release occurs when the aircraft issues a release pulse in either automatic or manual mode with all switches positioned correctly.

2.7.15.2.1.2. **(Added)** RETAINED ordnance (LIVE or INERT) is a weapon(s) where the aircrew did not attempt to release and is considered a Safe Weapons Condition.

2.7.15.2.1.3. **(Added)** Unconfirmed Hung Weapon: A weapon without visual confirmation of release by external spot or crew visual inspection.

2.7.15.2.2. **(Added)** The MOC will initiate notification checklist when a B-52 with hung bombs will be recovered at Barksdale. The Weapons Flight will dispatch an EOR crew to meet the aircraft.

2.7.15.2.3. **(Added)** Landing with Hung Ordnance: Aircraft landing with hung ordnance and/or unconfirmed hung ordnance will back taxi on the runway, exit and stop at the center of the Bravo Taxiway to conduct a Ground Weapons Check (GWC) by weapons EOR crew. Following visual confirmation that all ordnance is safe by GWC personnel, the aircraft will taxi to parking. In the event multiple aircraft return with hung ordnance, the priority locations for GWCs are: 1. Bravo Taxiway, 2. North Hammerhead, and 3. South Hammerhead. The South Hammerhead will only be used if aircraft conducting GWC have not cleared Bravo Taxiway or the North Hammerhead.

2.7.15.2.4. **(Added)** Landing with retained ordnance: Aircraft equipped with bomb bay cameras, aircrew can visually confirm condition of internally loaded weapons. Retained ordnance on the front three stations of Heavy Stores Adapter Beam (HSAB) can be visually verified by pilot or co-pilot. All other aircraft landing with retained ordnance will enter the rollout hammerhead to conduct a GWC by weapons EOR crew. Following visual confirmation that all ordnance is safe by GWC personnel, the aircraft will taxi to parking.

2.7.15.2.5. **(Added)** Unsafe Ordnance.

2.7.15.2.5.1. **(Added)** If the GWC reveals a potential unsafe weapons condition, the following conditions apply.

2.7.15.2.5.2. **(Added)** Live Internal Weapons: MOC will be notified of unsafe condition. Aircrew will be directed to shut down engines and egress the aircraft. Bomb Bay doors will not be opened until weapons are safe/secured. If bomb fuzing wires/lanyards have not pulled through fuzing vanes, GWC will safe weapons and insure weapons are secured to prevent weapons from falling from aircraft. If bomb fuzing wires/lanyards have pulled through fuzing vanes EOD will be notified for weapons safe assessment, GWC will follow EOD direction to safe/secure weapons. Once weapons are safe/secure the aircraft will be towed to parking for weapons down load as required.

2.7.15.2.5.2.1. **(Added)** Live Internal Weapons: MOC will be notified of unsafe condition. Aircrew will be directed to shut down engines and egress the aircraft. Bomb Bay doors will not be opened until weapons are safe/secured. If bomb fuzing wires/lanyards have not pulled through fuzing vanes, GWC will safe weapons and insure weapons are secured to prevent weapons from falling from aircraft. If bomb fuzing wires/lanyards have pulled through fuzing vanes EOD will be notified for weapons safe assessment, GWC will follow EOD direction to safe/secure weapons. Once weapons are safe/secure the aircraft will be towed to parking for weapons down load as required.

2.7.15.2.5.3. **(Added)** External weapons: MOC will be notified of unsafe condition. Aircrew will leave engines running and GWC will safe/secure the weapons. After weapons are rendered safe by GWC personnel, the aircraft will taxi to parking for weapon down load as required.

2.10.31. **(Added)** Supervision will ensure the MOC is notified immediately when an incident occurs. Provide MOC with initial cost estimate. Supervision will notify QA of final cost after work is completed.

2.13. **(Added)** MXG/CC may appoint a Wing Avionics Manager (WAM). If appointed, MXG/Supt will determine workcenter location for this individual. The typical functions of a WAM are as follows:

2.13.1. **(Added)** Serves as the MXG Aircraft Structural Integrity Program (ASIP) Project Officer IAW chapter 11 of this publication.

2.13.2. **(Added)** Serves as the MXG Radar Warning Receiver (RWR)/Radar Threat Warning (RTHW) program manager IAW chapter 11 of this publication.

2.13.3. **(Added)** Serves as the MXG Identify Friend or Foe (IFF) Mode IV program manager IAW chapter 11 of this publication.

2.13.4. **(Added)** Serves as the MXG Electronic Warfare Integrated Reprogramming (EWIR) focal point. The WAM will work with the Wing Electronic Warfare Officer (EWO) to ensure compliance with AFI 10-703.

2.13.5. **(Added)** Manages all wing assigned Two-Level Maintenance (2LM) Pods.

2.13.5.1. **(Added)** Coordinates all pod shipments as directed by MAJCOM to/from base or operating location.

2.13.5.2. **(Added)** Track all incoming and outgoing pod parts and SE until received or arrived at destination.

2.13.5.3. **(Added)** Ensure accurate and timely pod and SE status is updated or verified daily in RAMPOD IAW AFI 21-103 Chapter 10.

3.5.11.1. **(Added)** Verify all MICAP requests are the correct part number from the applicable IPB.

3.6.13. **(Added)** Ensure weight and balance managers (QA) are notified when aircraft DD FORM 365–1; (CHART A) listed components, in excess of 5 pounds, that are added/removed in preparation for flight. A red X shall be placed in the aircraft AFTO 781A forms for weight and balance verification/adjustment prior to flight IAW TO 00-20-1 and TO 1-1B-50. QA will not update weight and balance until all other maintenance actions of the TCTO have been completed.

3.7.1.1.1. **(Added)** Debrief will use the 2 MXG recap sheet.

3.7.5.1. **(Added)** For IFE and/or bird strikes, the debriefer will ensure aircrews complete the applicable 2d Bomb Wing Flight Safety Worksheet. Notify Wing Safety office immediately. (**2bwWingSafety@us.af.mil**).

3.7.5.2. **(Added)** Debrief will immediately notify the applicable Aircraft Maintenance Unit (AMU) OIC/Supt, Production Superintendent and QA for abnormal flight control discrepancies.

3.7.6.4. **(Added)** REPEAT/RECUR DISCREPANCIES. The debriefing function will review previous mission records on file/in IMDS for repeat/recur discrepancies.

3.7.6.5. **(Added)** Debriefing. The debriefer will immediately notify the production superintendent of repeat/recur discrepancies that affect flight safety or impair mission performance. The production superintendent/expediter will review the discrepancy and system history and identify if the discrepancy is a REPEAT or RECUR. REPEAT or RECUR will be

documented in the original discrepancy block of the repeat/recur IAW TO 00-20-1 and annotated in IMDS before the aircraft forms leave the debrief office.

3.7.10.1. **(Added)** Flight recorders will not be maintained for B-52H aircraft by local personnel IAW 327 BMSG/EN Memorandum.

3.8.1.2.1. **(Added)** Assist Support Section in completing -21 inventories.

3.8.1.6. **(Added)** Maintain strict adherence to and comply with technical data and management procedures.

3.8.1.7. **(Added)** Maintain, control, and properly use tools and equipment.

3.8.1.8. **(Added)** Ensure aerospace equipment documentation and MIS documentation are completed, accurate and accomplished IAW 00-20 series TOs.

3.8.1.9. **(Added)** Inform the section NCOIC and the flightline expediter of aircraft status.

3.8.1.10. **(Added)** Identify maintenance and support requirements to the expediter.

3.8.1.11. **(Added)** Ensure replacement parts are requisitioned and documentation is completed

3.8.2.4. **(Added)** DCCs must meet the following qualifications:

3.8.2.4.1. **(Added)** Qualified 7-level and certified to sign off Red X discrepancies or waived by the MXG/CC.

3.8.2.4.2. **(Added)** Must complete formal DCC course instructed by MXOT no later than 3 months after assignment as a DCC. MXG/CC may waive course attendance when extreme circumstances warrant.

3.8.2.4.3. **(Added)** Tow supervisor qualified (not required for SrA).

3.8.2.4.4. **(Added)** Tow vehicle driver qualified.

3.8.2.4.5. **(Added)** Engine run qualified.

3.8.2.4.6. **(Added)** Obtain flying status within one year of assigned DCC unless medically disqualified.

3.8.2.5. **(Added)** Primary and secondary ADCCs will assist the DCC in maintaining their assigned aircraft. The Primary and Secondary ADCCs should be assigned to different shifts, opposite the DCC for maximum DCC program benefits. Minimum ADCC qualifications include:

3.8.2.5.1. **(Added)** Qualified 5-level.

3.8.2.5.2. **(Added)** Tow vehicle driver qualified.

3.8.2.5.3. **(Added)** Certified to sign off Inlet and Exhaust inspections.

3.8.2.5.4. **(Added)** Primary ADCCs will work to obtain their engine run certification.

3.8.3. **(Added) DCC Program Responsibilities.** DCCs should be the first-level supervisors in the management and maintenance of their assigned aircraft. To the extent possible the DCC will be the reporting official for all personnel assigned to their aircraft. The DCC/ADCC will:

3.8.3.1. **(Added)** Understand the duties and responsibilities of their position and schedule leave, training and other personal events around the major maintenance/inspection flow of their assigned aircraft.

3.8.3.2. **(Added)** Ensure aerospace equipment documentation and MIS documentation is completed, accurate and accomplished IAW 00-20 series TOs. Ensure aircraft status is accurately reflected in both the maintenance form and the MIS.

3.8.3.3. **(Added)** Inform the production superintendent and the flight-line expediter of aircraft status.

3.8.3.4. **(Added)** Identify maintenance and support requirements to the expediter or section NCOIC.

3.8.3.5. **(Added)** Stay abreast of the aircraft's long-term problems and take steps to fix those problems. DCC's will review, validate, and aggressively work delayed and deferred discrepancies.

3.8.3.6. **(Added)** Coordinate with production superintendents and expediters for downtime to accomplish scheduled and unscheduled maintenance.

3.8.3.7. **(Added)** Manage and supervise maintenance on their assigned aircraft and accompany their aircraft during all aspects of field level maintenance, except PDM and WLT.

3.8.3.8. **(Added)** Perform ground handling, servicing, basic post-flight, pre-flight, thru-flight, hourly-post flight, phase, acceptance/transfer, and special inspections. Also launch and recovery, quick turns, alert duties, maintenance ground test, corrosion control, wash, lubrication, and maintenance/modification preparations as applicable on their aircraft.

3.8.3.8.1. **(Added)** Attend phase pre-dock and post-dock meetings and accompany the aircraft through the scheduled phase inspection. Assist the phase-dock NCOIC as required during the phase inspection.

3.8.3.8.2. **(Added)** Assist the phase-dock NCOIC with completing the required document review and validation at the end of the phase inspection.

3.8.3.8.3. **(Added)** When possible, visit the depot facility when their aircraft is undergoing PDM maintenance.

3.8.3.9. **(Added)** Perform engine run operation as required for operational checks and troubleshooting.

3.8.3.10. **(Added)** Validate replacement parts are requisitioned and documentation is completed as required.

3.8.3.11. **(Added)** Perform scheduled document reviews and records checks using applicable MIS and automated aircraft forms.

3.8.3.12. **(Added)** Inventory aircraft Dash 21 equipment annually and maintain it in a serviceable condition.

3.8.3.13. **(Added)** Will ensure Due In from Maintenance (DIFM) assets within their control are turned into LRS within 4 days for serviceable assets and 10 days for unserviceable assets.

3.8.3.14. **(Added)** Be the focal point for the selection of the aircraft nose art and submit a package for approval through AMU supervision, AMXS/MXA and MXG supervision. The assignment of a new DCC will not constitute the change of the approved nose art design. Changes to the nose art design will only be considered when the aircraft returns from PDM. Any exceptions to this policy require MXG supervision approval.

3.8.3.15. **(Added)** Maintain current TO 1B-52H-5, *Aircraft Weight and Balance*, with current charts in coordination with QA.

3.8.2. **(Added) DCC Program Management.** The AMXS DCC program will be managed by a DCC Program Manager, normally the Assistant Superintendent. The AMXS DCC Program Manager is responsible for the overall management of the program to include keeping the AMXS/CC informed of the program status and executing the program through the AMU DCC Program Managers.

3.8.4.1. **(Added)** The DCC Program Manager will:

3.8.4.1.1. **(Added)** Ensure AMUs follow the guidance of this AFI.

3.8.4.1.2. **(Added)** Ensure "BUFF of the Month" certificates, quarterly awards, and annual award are printed/purchased prior to presentation date.

3.8.4.1.3. **(Added)** Coordinate with AMXS Assistant Superintendent and AMU supervision to schedule monthly aircraft/forms evaluations and the quarterly/annual board.

3.8.4.1.4. **(Added)** Will brief the MXG/CC quarterly on DCC experience levels/grades and manning.

3.8.4.1.5. **(Added)** Will manage the "BUFF of the Month" program and will consist eight different categories of inspection with a total of 700 possible points. Break rate, On-time take off (OTTO) rate, QA Pass rate, rate of delayed discrepancies fixed, aircraft cleanliness, crew chief critiques rate, aircraft forms and 36-2903 uniform inspection scores.

3.8.4.1.5.1. **(Added)** Break rate score is based off of the percentage of break rate for that aircraft during that month. Example of this is a 47% break rate will equal to 47 points.

3.8.4.1.5.2. **(Added)** OTTO rate score is based off of the percentage of OTTO rate for that aircraft during that month. Example of this is a 42% OTTO rate will equal to 42 points. Minimum of four sorties per month.

3.8.4.1.5.3. **(Added)** QA pass rate score is based off of the percentage of QA pass rate for that month. Example of this is a 72% pass rate will equal to 72 points.

3.8.4.1.5.4. **(Added)** The delayed discrepancies fix rate will be based off of how many workable discrepancies exist and were fixed for that month. These are only applicable to workable write-ups the DCC/ADCC can accomplish.

3.8.4.1.5.5. **(Added)** Aircraft cleanliness will consist of two areas, flight deck and exterior of aircraft. Flight deck will have a max of 20 points based off of the cleanliness of the flight deck. The exterior of aircraft will have a max of 80 points based off of cleanliness of wheel wells, main landing gear wheels and hub caps should be considered when looking at these items. The last wash completion date should not be held against crew chief.

3.8.4.1.5.6. **(Added)** Aircraft forms will consist of three areas, serviceability (30 points), appearance (30 points), and discrepancies (40 points). The serviceability of forms will consist of the condition of the pages and if there are blank A's. Appearance will consist of the general look of the pages and binder. Discrepancies will consist of errors found that violate the 00-20 series TOs.

3.8.4.1.5.7. **(Added)** Uniform inspection will be based on AFI 36-2903 requirements and have a maximum of 100 points. This should include cleanliness of uniform, condition of boots, and appearance of hair.

3.8.4.1.6. **(Added)** The winner of "BUFF of the Month" for each month will be presented a certificate signed by the AMXS/CC and has their name placed on the "BUFF of the Month" trophy.

3.8.4.1.7. **(Added)** The "BUFF of the Quarter" award will require an AF Form 1206 from the three monthly winners, to include six duty related bullets. AMXS/MXA will receive the package by the 12th of the month after a quarter ends. The winner will be presented a certificate signed by the AMXS/CC and have their name placed on the "BUFF of Month" trophy and receive a small memento.

3.8.4.1.8. **(Added)** The "BUFF of the Year" award will require an AF Form 1206 package from one of the monthly winners with 15 duty related bullets. AMXS/MXA will receive the package by the 12th day of the month following the end of the fiscal year. The winner will be presented a certificate signed by the MXG/CC, have their picture placed on the "BUFF of the Year" display and receive a plaque.

3.8.4.2. **(Added)** The AMU DCC Program Manager is responsible for ensuring their respective DCC program complies with all aspects of the DCC program. The AMU DCC Program Manager will:

3.8.4.2.1. **(Added)** Ensure each aircraft is assigned a DCC, Primary ADCC, and Secondary ADCC provided qualified personnel are assigned and available.

3.8.4.2.2. **(Added)** Calculate "BUFF of the Month" totals by the 12th day each month and forward the results to the AMXS DCC Program Manager.

3.8.4.2.3. **(Added)** Ensure DCCs are present for required tests and aircraft/forms appearance evaluation.

3.8.4.2.4. **(Added)** Manage the DCC schedules for their respective units.

3.8.4.2.5. **(Added)** Will brief the AMXS/CC quarterly on DCC experience levels/grades and manning.

3.9.1. In addition to previously listed responsibilities, the Specialists Section Chief will provide support for Phase/Isochronal/Periodic/Home Station Check Inspections. Attend Phase/Isochronal/Periodic/Home Station Check and Pre-Dock meetings if required to provide specialist support.

3.9.2.3. **(Added)** Maintain avionics systems including interphone cord repair.

4.9.2.2. **(Added)** Aircraft Jacking Operations: Hangars 1 and 2 Bay, Dock 3 and 4, will be primary locations used for jacking operations. When towing aircraft inside Hangar 2 Bay, the aircraft needs to be aligned to the jack point markings and centerlines on the hangar floor so that the 'C' jack points will be centered within the reinforced concrete areas for jacking. Jacking procedures for Hangar 2 Bay will be IAW Memorandum dated 3 Jan 2011; POC is OC-ALC/LHRH, DSN 336-5401.

4.9.2.2.1. **(Added)** The preferred aircraft jacking gross weight should be within envelope B of the applicable technical data. Fuel loads should not be less than 80,000 pounds and not in excess

of 140,000 pounds, with a Center of Gravity (CG) between 24 percent and 28 percent Mean Aerodynamic Chord (MAC).

4.9.2.3. **(Added)** As a contingency measure, full aircraft jacking may be performed at locations W-4 and Y-4 if weather conditions meet the jacking criteria contained in TO 1B-52H-2-2JG-4.

4.9.2.3.1. **(Added)** The following conditions will be met prior to jacking on certified outdoor sites.

4.9.2.3.1.1. **(Added)** Current and forecasted weather condition must be verified.

4.9.2.3.1.2. **(Added)** Thunderstorms within 25/winds above 20 knots must not be forecasted for the expected jacking duration +4hrs. If weather conditions change (weather warning issued) aircraft will be immediately down jacked as soon and as safely as possible.

4.9.2.4. **(Added)** Coordination between the jacking supervisor and AMXS/MXS Production Supervisors will determine the location of the jacking operations.

4.9.2.5. **(Added)** The jacking supervisor will:

4.9.2.5.1. **(Added)** Verify that the fuel load and configuration are proper for jacking prior to towing the aircraft into the dock.

4.9.2.5.2. **(Added)** Verify aircraft weight and balance.

4.9.2.5.3. **(Added)** Stop the jacking operation if any malfunction or unknown condition develops and immediately notify the R&R Section Chief, Mx Flight Chief, and MXS Production Supervisor.

4.9.2.5.4. **(Added)** Notify the MOC when aircraft are jacked or down-jacked.

4.11.1.12.1. **(Added)** MXS Maintenance Flight will be responsible to pack and wrap spare engines. Engine Management Flight will be responsible for shipping spare engines.

5.2.1.7. MOC will maintain overall management and control of the IMDS-CDB location subsystem and aircraft status reporting (including IMDS-CDB and REMIS updates and/or corrections). The MOC will also update and ensure (GEOLOC) codes for on/off-station/deployed possessed aircraft are updated/corrected in the IMDS location subsystem.

5.2.2.1.10.1.1. **(Added)** The MOC will notify Data Base Management and MXO PS&D to freeze and consolidate aircraft records due to an accident or mishap.

5.2.2.1.18. **(Added)** MOC Responsibilities: MOC will notify QA by hotline, cell phone, land-line or radio IAW the appropriate MOC Incident checklist. MOC will be the focal point for initial cost estimate and will provide QA with the estimate after notification of an incident.

5.2.5.1.8.4. **(Added)** Maintain all active work center mnemonic codes in IMDS. Additions, deletions, or changes to IMDS database work center mnemonic codes are coordinated by the requesting work center through maintenance data systems analysis section and approved by the MXO/OIC. Requests for changes will be submitted in writing to the maintenance data systems analysis section. Personnel and equipment re-alignments required as a result of mnemonic code changes are the responsibility of the owning work center.

5.2.5.1.10.2. **(Added)** If required for deployment location, copies will be printed of all IMDS screens that will be utilized. As a minimum print copies of the screens from Table 5.2:

Table 5.2 **(Added)** Minimum IMDS Screens to Print

Screen #	Narrative
161	Debriefing Discrepancy
163	Debrief Flight Data
164	Capability Code Update
168	Repeat/Recur Load
333	Status Update
337	Status Corrections
350	Deviation Load/Change/Delete
355	Operational Utilization Update
914	On-equipment Maintenance
917	Off-equipment Maintenance

5.2.5.1.10.3. **(Added)** Fax/email completed copies of manual IMDS screens to the MOC

6.2.2.1. **(Added)** The 2 MXG QA Incident Program monitor will track all Incident Reports on 2 MXG QA SharePoint. The following situations require Incident Reporting of Aircraft or Equipment to include but not limited to:

6.2.2.1.1. **(Added)** All In-Flight Emergencies

6.2.2.1.2. **(Added)** Ground emergencies where aircraft/equipment/AGE sustain damage.

6.2.2.1.3. **(Added)** Bird Strikes (Known or suspected bird strikes ingested into an engine or causing aircraft damage).

6.2.2.1.4. **(Added)** DOP incidents.

6.2.2.1.5. **(Added)** FOD incidents.

6.2.2.1.6. **(Added)** Support Equipment/AGE found damaged by known or unknown causes (excluding normal wear and tear).

6.2.2.1.7. **(Added)** Vehicle Accidents involving SE/AGE/Aircraft/Facilities/ Munitions.

6.2.2.1.8. **(Added)** Aircraft high/low speed ground aborts.

6.2.11. **(Added)** When notified by the MOC, QA will respond and initiate a preliminary Incident Response Investigation Report and file it on the QA SharePoint.

6.13.2.1.1.1. **(Added)** FCF/OCFs will be accomplished IAW applicable technical guidance, and will be completed during the first part of the sortie. Checklists will be located on the QA SharePoint.

6.13.2.1.1.2. **(Added)** PS&D section will ensure all aircraft requiring FCF/OCF are identified as such in the Aircrew Flying, Aircraft Utilization & Maintenance Schedule.

6.13.2.1.1.3. **(Added)** QA will review the AFTO Form 781 series to ensure all major discrepancies are cleared and all proper entries are made.

6.13.2.1.1.4. **(Added)** During debrief, all crew members will be present to provide maintenance with pertinent data on systems/equipment discrepancies relating to the FCF/OCF.

6.13.2.1.1.4.1. **(Added)** After the FCF/OCF is performed; the aircrew will sign off the write-up in the aircraft forms IAW TO 00-20-1.

6.16.3.2.3. **(Added)** A review of all assigned aircraft weight and balance documents will be accomplished every 6 months for accuracy of content to include all aircraft weight and balance handbooks.

6.16.3.3.1. **(Added)** Upon receipt of a TCTO with weight and balance adjustments, a QA weight and balance representative will attend the TCTO meeting hosted by PS&D to establish work required, procedures and possible aircraft weight and balance changes.

6.16.3.3.1.1. **(Added)** In order to ensure TCTO completion prior to weight and balance updates, IMDS job packages will include a workcenter event for MGQA requiring a weight and balance update. The workcenter event will be initially entered on a red diagonal and upgraded to a red X when the TCTO is completed.

6.16.3.3.2. **(Added)** When any aircraft returns from off-station where it received mods or TCTOs, PS&D will notify QA. QA will ensure correct/current weight and balance information is imported into AWBS.

6.16.3.3.3. **(Added)** PS&D will notify QA at least 7 duty days prior to aircraft departure for depot. QA will e-mail weight and balance information of the affected aircraft to depot for updating. Historical paper copies will remain with 2 MXG QA.

6.16.3.4.1. **(Added)** Update the weight and balance letter each time a weight and balance change occurs on the aircraft. Forward letter to 20 BS OGV, 96 BS OGV, 11 BS OGV, 340 WPS/Instructors, 49 TES PILOTS and 2 OGV ALL, as applicable, for review at least monthly.

7.5.5.1. **(Added)** When there is a confirmed hung ordnance event. Exception: Aircraft will not be impounded for hung countermeasures unless directed by the Impoundment Authority.

8.2.2.1. **(Added)** Units will inventory all tools, equipment, and CTKs annually or upon change of CTK custodian (primary or alternate). Document completion of inventory; maintain current inventory and previous year's inventory.

8.2.3.2. **(Added)** Maintain copies of warranty/quality tool purchase contracts in a central file.

8.2.3.4. **(Added)** Clearly tag/segregate broken warranted tools. Tools will be replaced according to warranty agreement.

8.2.4.1. **(Added)** A stock of spare tools is authorized. These tools are used to replace broken, worn, or missing tools to prevent unnecessary work delays. Spare and consumable tools are high pilferage items, and pose a significant potential for fraud, waste, and abuse.

8.2.4.2. **(Added)** CTK custodians will maintain an inventory of tools and quantities. Inventories and quantities will be maintained in TAS/TCMAX.

8.2.4.3. **(Added)** Inventory spare tool stocks quarterly and document completion. During the quarterly spare tool inventory, the CTK custodian will validate the quantity of tools/items within

each bin. To aid in accountability, control, and inventory, each tool/item will be separated by use of individual bins or dividers, and sequentially numbered accordingly.

8.2.4.4. **(Added)** Access to spare tools will be limited to the shift supervisor (or equivalent), Spare tool program managers, and CTK custodian(s).

8.2.5.2. **(Added)** Flightline turnover of tools will only be accomplished under the following circumstances:

8.2.5.2.1. **(Added)** During exercises, contingency operations, or when squadron operations officer/superintendent deems it necessary due to maintenance/mission requirements over an extended period of time.

8.2.5.2.2. **(Added)** On a case-by-case basis when maintenance procedures (i.e., aircraft on jacks, vertical fin fold, or aircraft wash preparations) require equipment to remain with the aircraft until the task is finished. The need is validated and approved by the Production Superintendent.

8.2.5.3. **(Added)** The following actions will be taken for all CTK/equipment transfer(s) at the job site:

8.2.5.3.1. **(Added)** Incoming and off-going individuals will accomplish an inventory and complete an AF Form 1297, *Temporary Issue Receipt*. An on-site SNCO or CTK technician will verify completion of inventories and sign AF Form 1297.

8.2.5.3.2. **(Added)** The off-going individual will turn in the AF Form 1297 to the Tool Section for transfer of hand receipts and annotation in TAS/TCMAX.

8.2.5.4. **(Added)** Use and location of long-term issued items will be verified daily in TAS/TCMAX by the CTK custodian. Items will only be kept in long-term issued status if needed for continuous/daily use.

8.2.8.1. **(Added)** Mark all individually issued equipment, tools, and PPE with the owner's first initial, last name, and employee number (i.e. J. Doe, 01234). Individuals are responsible for control/accountability of these items. Personally purchased PPE will be marked IAW these guidelines.

8.2.9.4. **(Added)** Maintain a rag inventory and complete in conjunction with end of shift CTK inventory.

8.2.9.5. **(Added)** Rags will be counted each time the container is issued or turned in. Rag containers kept in CTKs will be marked with the CTKs EID and will show the number of rags in the container. Missing rags will be treated as a lost tool.

8.2.10.1. **(Added)** Procurement of tools will be limited to an authorized squadron GPC holder identified and approved by unit.

8.2.12.1. **(Added)** TAS/TCMAX or AF Form 1297 will be used to issue items to depot teams, factory representatives, and CFTs. The AF Form 1297 will be used if TAS/TCMAX is not available.

8.2.13.2. **(Added)** When workcenters elect to store CTKs or support/test equipment in decentralized locations (outside of tool rooms), the item(s) physical location will be verified during end of shift inventory. Refer to 8.2.5.3 for guidance on long-term issued items.

8.2.14.1. **(Added)** Equipment permanently stored/located in trailers or vehicles must follow the same guidance given in paragraph 8.2.13.2.

8.2.15.2. **(Added)** When an item is returned to the CTK, it will require a different person to sign the item back in.8.3.5.1.1. **(Added)** Items removed from CTKs and not immediately replaced, or a documented plan of replacement, will have tool inlays or shadowing completely filled in.

8.3.6.7.2.1. **(Added)** Upon de-etching Broken/Unserviceable tools and equipment will be placed into a designated storage location. Tools will be segregated from spare/serviceable tools.

8.3.11.2. **(Added)** PPE personally issued to individuals for use during flightline/maintenance activities must be strictly controlled to ensure they pose no foreign object damage potential. The following must be adhered to:

8.3.11.2.1. **(Added)** Each individual is required to ensure the item is accounted for at all times. PPE must not be left unattended at a job site

8.3.11.2.2. **(Added)** Anytime an item is discovered missing or unaccounted for; lost tool procedures will be followed.

8.5.1.2.4.1. **(Added)** Damaged tools that are still considered serviceable must be documented in the TCMax.

8.5.2.1.1. **(Added)** Shift inventories must be documented in the TCMax (if all requirements can be met) or a locally devised method. Keep this documentation until the end of the following month.

8.6.1.2.1. **(Added)** The five-digit suffix CTK identification numbers/letters will be established/approved by unit, section, or flight supervision. Each maintenance organization will use the CTK prefix identification numbers in Table 8.1 to ensure tool accountability, control and to prevent duplication.

Table 8.1 **(Added)** CTK Identification Numbers

Maintenance Organization	CTK Identification Number
Air Force Repair Enhancement Program (AFREP)	BBQG
Weapons Standardization (WSS)	BBQL
Quality Assurance (QA)	BBQA
2 AMXS/ 96th AMU Sortie Support Section	BBRD
2 AMXS/20th AMU Sortie Support Section	BBBS
2 MXS Maintenance Flight	BBMI
2 MXS Propulsion Flight	BBMP
2 MXS AGE Main Shop	BBMA
2 MXS AGE Munitions Shop	BBMT
2 MXS Mission Systems	BBMC
2 MXS Electronic Warfare	BBMG
2 MXS Structural Maintenance	BBMS
2 MXS Metals Tech	BBMM
2 MXS NDI	BBMN
2 MXS Electronics Flight	BBME
2 MXS Egress Shop	BBMF
2 MXS Fuel Cell	BBML
2 MXS Hydraulic Centralized Repair Facility	BBMH
2 MUNS Weapons Release	BB1M
2 MUNS Weapons Release	BB10
2 MUNS Cruise Missile High Bay	BB2H

2 MUNS Cruise Missile Support	BB2S
2 MUNS Cruise Missile VACE	BB2V
2 MUNS Pylon Load Adaptor (PLA)/Launcher Load Adaptor (LLA)	BB2P
2 MUNS CW Training	BB3A
2 MUNS CW Conventional	BB3C
2 MUNS CW Line Delivery	BB3D
2 MUNS CW Inspection	BB3I
2 MUNS CW PGM	BB3M
2 MUNS CW TM	BB3T
2 MUNS CW Storage	BB3S
2 MUNS Control	BB5C
Aircrew Flight Equipment	BBFE
372 TRS/Det 5 FTD	BBTD
Precision Measurement Equipment Laboratory (PMEL)	BBTM
49th Test Shop	BB49

8.7.2.1. **(Added)** Forward copies of the review to QA. All LME must be included on the QA LME list.

8.7.2.2. **(Added)** LME procedures. All unit representatives who have a locally manufactured tool/equipment that requires approval will first contact the 2 MXG QA Locally Manufactured Tool Program Monitor. The QA Locally Manufactured Tool Program Monitor will instruct the technician on current procedures, i.e., approval letter format, routing requirements, photographs/drawings needed. See Chapter 9 for additional Local Manufacture guidance.

8.7.2.3. **(Added)** New authorization requests will have a drawing/picture accompanying the request with general measurements provided and a list of components needed to produce the tool as applicable. Components will be listed with part numbers when applicable. Tools authorized prior to the publication date of this supplement are grandfathered from requiring measurements and component listings.

8.8.2.2.2.4. **(Added)** Along with securing dispatchable tools, equipment, eTools and CTKs that are left unattended, units will also secure any item controlled through the TAS (HAZMAT, PPE, rags, etc.)

8.9.2.1.2. **(Added)** Post Taxi Procedures. The responsible squadron production superintendent will contact MOC and Ops duty desk immediately when a tool and/or equipment is discovered missing after an aircraft has taxied. The aircraft will be parked and lost tool procedures will be conducted as outlined.

8.9.2.1.3. **(Added)** Post Takeoff Procedures. The responsible squadron Ops Officer/Maintenance Supt will contact the 2 MXG/CC and MOC immediately when a tool or piece of equipment is discovered missing after takeoff. The 2 MXG/CC, in coordination with the 2 OG/CC, will determine if the aircraft will be recalled. If recalled, the aircraft will be parked and engines shut down immediately. Lost tool procedures will be conducted as outlined.

8.9.2.3.2.1. **(Added)** QA will issue a control number when a lost tool report is initiated.

8.9.2.3.2.2. **(Added)** As a minimum, Squadron Supervision will sign the AFGSC Form 145 for accountability (MOO/MXA/MXM/MXW).

9.8.1.7. **(Added)** Ensure asset accountability is maintained. **Note:** Assets cannot be commingled.

9.20.3. **(Added)** Local Manufacturing Procedures:

9.20.3.1. **(Added)** The customer will obtain a 2 MXG Local Manufacture Request Worksheet from applicable Decentralized Material Support (DMS) or the FSC. The customer will complete block 1 of the worksheet and the manufacturing shop will list required materials to accomplish the job. The customer will deliver all required forms to their assigned DMS.

9.20.3.2. **(Added)** The assigned DMS will verify that the worksheet is complete and that a DD Form 1348-6 and AF Form 2005, as applicable, are attached.

9.20.3.3. **(Added)** The DMS will assign a document number and the customer will bring all paperwork and materials to the FSC.

9.20.3.4. **(Added)** The FSC will load the NSN and order all materials to fabricate the item if required. If materials are zero balance in supply and bench stocks, the FSC will forward the information to the MICAP Element.

9.20.3.5. **(Added)** When all materials are received, the manufacturing process will begin by the shop. The manufacturing shop will notify the FSC to pick up asset when all work has been completed.

9.20.3.6. **(Added)** The FSC will process the required inputs and call the customer to pick up and sign for the asset.

9.20.3.7. **(Added)** Coordinate Local Manufacture requests through Ops Officer/Maintenance Superintendent, MXG QA, Wing Safety, Maintenance Group Supervision, and MXG/CC. NOTE: MMHE requires coordination with WMM.

9.20.4. **(Added)** The assigned DMS will:

9.20.4.1. **(Added)** Be the focal point for the local manufacture process.

9.20.4.2. **(Added)** Track all AF Forms 2005 on materials ordered until all items have arrived.

9.20.4.3. **(Added)** Forward all materials and work orders to the manufacturing organization for manufacture when complete list of materials required are available.

9.20.5. **(Added)** The manufacturing shop will:

9.20.5.1. **(Added)** Formulate a cost estimate package for the customer to process with the required paperwork.

9.20.5.2. **(Added)** Manufacture the required asset when materials, drawing and/or a sample(s) are delivered

9.20.6. **(Added)** The customer will:

9.20.6.1. **(Added)** Ensure that the asset can be locally manufactured before starting the local manufacturing process.

9.20.6.2. **(Added)** Complete all necessary paperwork for the local manufacture process and deliver it to their assigned DMS.

9.20.6.3. **(Added)** Pick up asset when notified by the FSC.

10.7.3. **(Added)** See BAFB Maintenance Instruction 21-16 for GITA program requirements.

10.16.4.1.1. **(Added)** A formal request via memorandum for record will be submitted by the applicable Flight/Section Chief requesting an individual be considered for checklist qualification. Approval authority will be the WWM or WS Superintendent.

10.16.4.1.2. **(Added)** If an individual is approved, they will demonstrate technical competency on the following munitions:

10.16.4.1.2.1. **(Added)** Loading/Unloading of the Miniature Air Launched Decoy (MALD).

10.16.4.1.2.2. **(Added)** Installation/removal of impulse cartridges.

10.16.4.1.2.3. **(Added)** Installation/removal of ALA-17.

10.18.2.1.1. **(Added)** The external team chief is in charge of the entire loading operation (Lead Load Crew Chief).

10.18.2.3.1. **(Added)** Pre-task safety briefing will include explosive task being performed and stress caution on load site congestion due to jammer operations.

10.18.2.6. **(Added)** Internal functional checks will be performed prior to external checks with the exception of cocking the A-6s after the last release pulse. A-6s will be cocked after external checks are completed.

10.18.3.1. **(Added)** The external crew is the primary crew for loading external flare. The weapons expediter retains authority to direct otherwise.

11.6.5.2. **(Added)** All Red Ball maintenance will be documented in the aircraft AFTO Form 781 series and IMDS. The aircraft forms will be documented with all maintenance discrepancies, corrective actions and an updated exceptional release prior to take-off. All IMDS documentation will be accomplished as soon as possible with a goal of prior to flight, but NLT 2 hours after take-off.

11.6.6. **(Added)** Production Superintendents, expediters, specialists will relay specific information about the Red Ball discrepancy to the MOC. This information will include aircraft tail number, discrepancy, time started/completed, parts required/received, status changes, WUC, ETIC, and the Job Control Number. The MOC will dispatch MXS specialists as needed. The appropriate AMU specialist shop will respond immediately to Red Ball conditions.

11.6.7. **(Added)** Minimum support equipment required for all Red Ball Maintenance and/or Engine Run Crew Change on the hammerhead will include at a minimum, 4 chocks, 1 fire bottle, 1 headset and 1 communication cord.

11.8.1.1. **(Added)** All personnel will comply with the 2d BW FOD Prevention Plan on the 2d BW SharePoint.

11.8.3.5.3. **(Added)** Reflective belts/vests will be removed when entering engine inlet or exhaust.

11.8.3.5.4. **(Added)** During heat stress condition "Red Flag" or above, the bunny suit may be worn up to above the waistline in the engine inlet only, provided no other potential FO is worn above the suit (example: necklaces, pencils, line badge). When worn in this manner, ensure the pant legs are properly secured and the arms of the bunny suit are snuggly tied above the beltline. The bunny suit must be completely worn for engine exhaust inspections.

11.8.3.6.6. **(Added)** The wearing of authorized headgear/hats is not authorized on the flightline, taxiways and/or runway at Barksdale AFB. Exception: Cold weather head covers (e.g. thick knit hat or "beanie" (skull cap)) may be worn. Cold weather head covers will be secured by snaps, buttons, Velcro or tie under the neck when within 50 feet of a running engine(s). Security Forces, while performing official duties, may wear the beret with insignia attached; however, when they are within 50 feet of an operating engine their berets must be removed and secured.

11.8.3.6.7. **(Added)** Restricted area badges must be secured. When secured with a lanyard, badge will be attached to personnel as follows: The first point of attachment will be the lanyard secured from the individual to the badge. The second point of attachment will be the clip, or equivalent, on the badge secured to the individual. Restricted area badges will be displayed above the waist. Restricted area badges may be displayed with armbands on the right or left arms of individuals.

11.8.3.8.2. **(Added)** Secure FOD containers to all vehicles normally operating on the flightline in a manner that does not modify or damage rental or government leased vehicles and prevents the container from tipping over while vehicle is in motion. Vehicle FOD containers may be locally manufactured and secured using bungee cord or similar material. Containers will not be obscured from view.

11.8.3.8.3. **(Added)** The FOD container must be annotated on the AF Form 1800, *Operator's Inspection Guide and Trouble Report*, as prescribed by AFI 24-302, *Vehicle Management* and be marked with the vehicles registration number. FOD containers shall be emptied daily or when full, whichever comes first.

11.8.3.9.1.2. **(Added)** ASTM Aircraft Flightline Engine Inlet Maintenance Procedure Checklist will be followed.

11.8.3.11.2. **(Added)** A FOD walk consisting of walking the route of aircraft travel from the parking location to main taxiway will be conducted before launch of the aircraft.

11.8.3.11.3. **(Added)** FOD walk completion times for unit responsible areas will be tracked by the owning agency. FOD walk completion times will be called into MOC once the unit's applicable areas have been completed. MOC will update the FOD Walk Compliance tracker on the MXG QA SharePoint.

11.8.3.11.4. **(Added)** Maintenance crews will perform complete FOD walks in their local areas (i.e. 25 feet in front of inlet, around aircraft, and grounding points) before any engine start. Maintenance supervisors will ensure their areas are clear of FOD.

11.8.3.11.5. **(Added)** Utilize FOD Boss/Buster to the maximum extent within the areas of the aircraft parking ramp and sites. Units shall utilize the FOD Boss/Buster a minimum of two times per week, one hour per use. Notify MOC for any area requiring an airfield sweeper to be dispatched. MOC will then notify Airfield Management Operations. It is the responsibility of the Squadron FOD monitor to ensure this goal is achieved.

11.8.3.14.1. **(Added)** Prior to any aircraft engine operation, personnel will ensure the following:

11.8.3.14.1.1. **(Added)** Tools, equipment and hardware have been accounted for and secured.

11.8.3.14.1.2. **(Added)** Engine run supervisors will ensure a FOD check to the front, sides and aft of the intakes is conducted prior to engine start.

11.8.3.16.1. **(Added)** Vehicle operators will ensure a visual FOD inspection to include a "Roll-Over" check is accomplished on all equipment and tires, to include golf carts, four wheelers, mules, and any other type of equipment with treaded tires prior to entering airfield areas or after departing an unpaved/unimproved surface. If the driver vacates the seat during the FOD check, the vehicle must be placed in park/reverse if manual; engine turned off and emergency brake set. A vehicle walk around will be accomplished, ensuring vehicle is free of foreign objects to include wheel wells. All loose items or material that could fall from the vehicle will be secured.

11.8.3.18.1. **(Added)** All GOVs equipped with FOD magnets will have at least three but no more than five inches of clearance from the ground to the bottom of the magnet. The FOD magnets must be annotated on the vehicle AF Form 1800. To avoid injury, personnel will wear leather gloves while clearing debris from magnet. Clean FO from FOD magnets when signing out the vehicle, and when returning it to the support section. FOD magnets will also be checked for FOD during "Roll-Over" FOD checks.

11.8.3.19.1. **(Added)** Vehicle keys shall be secured to a high visibility device (i.e. streamer, reflective placard, or dog tag). The device will be marked with the vehicle registration number.

11.8.3.19.2. **(Added)** Additional equipment assigned to vehicles which are not permanently attached (i.e. ice scraper, fire extinguishers and flashlights/beacons) will be marked with the vehicle registration number and annotated on the vehicle's AF Form 1800.

11.8.3.25. **(Added)** All removed panels, doors, parts, and components from the aircraft/missile systems/equipment will be properly accounted for at all times, to include associated hardware. If the panel or door does not have hardware, appropriately tag the item with the aircraft tail number, panel number, or component identification.

11.8.4.1.2. **(Added)** FOD prevention is the responsibility of all personnel assigned to 2BW. All personnel shall implement and enforce the "Clean As You Go" concept while performing maintenance. It is the responsibility of all personnel to implement FOD prevention techniques during all aspects of maintenance, flight operations, and supporting requirements while performing functions on the flightline. Each unit who drives or works on the flightline will establish and maintain an effective squadron FOD prevention program. A FOD prevention program will also be implemented at all deployed locations.

11.8.4.4. **(Added) Squadron Commander Responsibilities:** Each unit will assign a primary and alternate unit FOD monitor, in writing, and be the point of contact for their unit/AMU/Squadron FOD/DOP related issues. **Note:** The unit appointment letter must indicate

"FOD and/or DOP representative." Additional representatives may be appointed to assist the squadron primary and alternate with FOD prevention measures.

11.8.4.4.1. **(Added)** Squadron FOD prevention representative responsibilities:

11.8.4.4.1.1. **(Added)** Ensure maximum participation in unit FOD walks as prescribed by this instruction and local unit FOD policy if applicable.

11.8.4.4.1.2. **(Added)** Ensure widest dissemination of information provided by the wing FOD monitor such as flashes, reports, minutes, posters, visibility boards, etc.… Brief any pertinent information contained in the flashes, reports, and minutes to all workcenter personnel.

11.8.4.4.1.3. **(Added)** Assist the wing FOD monitor when requested.

11.8.4.4.1.4. **(Added)** Develop and ensure a FOD prevention continuity binder is available to all personnel and will contain a minimum of the following:

11.8.4.4.1.4.1. **(Added)** Squadron FOD representative appointment letter.

11.8.4.4.1.4.2. **(Added)** Wing FOD prevention plan.

11.8.4.4.1.4.3. **(Added)** Current wing FOD quarterly minutes from the last quarterly FOD meeting.

11.8.4.4.1.4.4. **(Added)** Current FOD instructions/guidance, if applicable.

11.8.4.4.1.4.5. **(Added)** Wing FOD Monitor visual aid.

11.8.4.4.1.4.6. **(Added)** FOD incentive program visual aids.

11.8.4.5. **(Added)** FOD bulletin boards will be maintained by each section, work center, or facility that performs on/off-equipment maintenance or operates on the flightline. The placement of the FOD bulletin board will be at the discretion of the facilities manager, but is to be located in a place of high visibility to increase individual awareness of FOD prevention. If there are multiple work centers within close proximity, one FOD bulletin board placed in a common area is sufficient. The FOD bulletin board is the responsibility of the owning squadron/AMU/flight/shop and will be kept current on a monthly basis or when required.

11.8.4.5.1. **(Added)** FOD bulletin board required contents are, but not limited to:

11.8.4.5.1.1. **(Added)** The wing FOD Monitor visual aid.

11.8.4.5.1.2. **(Added)** Current squadron or AMU FOD/DOP prevention representative appointment letter.

11.8.4.5.1.3. **(Added)** Current FOD quarterly minutes from last quarterly wing FOD meeting; a reference may be posted to where the minutes may be obtained or read.

11.8.4.5.1.4. **(Added)** Any FOD/DOP Flash, newsletter, or publications that are requested by the wing FOD monitor to be displayed.

11.8.4.5.1.5. **(Added)** Wing FOD prevention plan.

11.8.4.5.1.6. **(Added)** Quarterly FOD Buster award nomination visual aid.

11.8.4.5.1.7. **(Added)** Quarterly FOD Poster award nomination visual aid.

11.8.4.5.1.8. **(Added)** AMU/unit FOD walk policy letter, if applicable.

11.8.5.7. **(Added)** FOD Monitors: All organizations with personnel who work in, around, or drive through operational areas will appoint a primary and alternate FOD monitor. A current copy of each organization's appointment letter will be forwarded to the wing FOD Monitor.

11.8.6.2.4. **(Added)** QA will track all FOD incidents IAW the Maintenance Group Incident Program IAW paragraph 11.34.1 of this supplement.

11.8.6.4.4.2. **(Added)** Units will ensure a completed copy of the borescope inspection sheet is forwarded to the Engine Management section within 24 hours of completion.

11.8.9. **(Added)** Wing FOD Prevention Incentive Program:

11.8.9.1. **(Added)** The purpose of the Wing's FOD Prevention incentive program is to acknowledge personnel for their participation in the prevention of FOD and to promote FOD awareness. All awards are subject to change due to availability of gifts, sponsors, and adjustments implemented to the program. The awards are as follows:

11.8.9.1.1. **(Added)** The FOD Buster of the quarter award recognizes anyone contributing significant value to the FOD prevention program by increasing FOD awareness to personnel or improving the FOD prevention program. Any person, from any level of supervision, may nominate an individual for the FOD Buster award. Submit nominations by email to the Wing FOD monitor including: A synopsis of what was done, name of individual, rank, duty title, and unit. The Wing FOD monitor will select winners at the end of each quarter. The winner will receive a certificate of recognition and an award of the 2 BW/CVs choice.

11.8.9.1.2. **(Added)** The FOD Poster of the quarter award recognizes anyone increasing FOD prevention awareness. Submit nominations by email to the Wing FOD monitor including: Poster, creator's name, rank, duty title, and unit. The wing FOD monitor will select winners at the end of each quarter. The winner will receive a certificate of recognition and an award of the 2 BW/CVs choice.

11.8.9.1.3. **(Added)** The Golden Bolt will be placed in a location for personnel conducting FOD walks to observe. It will be placed at the discretion of the Wing FOD monitor. When discovered, personnel who discovered it will be the Golden Bolt award winner for that applicable quarter. The winner will receive an award of the 2 BW/CVs choice.

11.9.3.2.1. **(Added)** Upon discovery of a Dropped Object (DO) notify the flightline expediter/production superintendent and MOC. MOC will notify all affected agencies.

11.9.5. **(Added)** Prevention. Effective prevention of dropped objects starts when an aircraft door, panel, or cowling is opened for maintenance and during munitions build-up, loading, and arming. Maintenance personnel will ensure the serviceability of fasteners and the proper fit of doors, panels, connectors, etc. Place special attention on the correct length of fasteners and condition of nut plates and other securing devices. Supervisors place special emphasis on these areas during the inspection of completed maintenance actions.

11.9.5.1. **(Added)** When temporarily closing a panel for maintenance, secure with adequate number of original fasteners to prevent wind damage. Annotate the equipment forms for this condition.

11.13.3.3. **(Added)** Authorization & Control: Commanders, managers, and supervisors will closely control CANN actions. Although immediate benefits can be realized, the process results in excess expenditures of maintenance resources and may degrade readiness by exposing

serviceable equipment to extra handling, assembly, disassembly or removal and reinstallation, and follow-on operational checks.

11.13.3.3.1. **(Added)** When the CANN aircraft is under the control of MXS (phase, -464 inspection, etc.), the CA will coordinate the CANN action with MXS Supervision prior to removing the part to ensure the CANN action does not impede scheduled maintenance.

11.13.3.4. **(Added)** The CA will ensure all CANN action paperwork is completed and accurate ASAP but NLT the end of his/her shift.

11.13.3.5. **(Added)** Aircraft/Missile Systems/Equipment that has been cannibalized extensively may be identified as "CANN aircraft/missile system/equipment." Aircraft/Missile Systems/Equipment designated as CANN aircraft/missile system/equipment will have an assigned CANN manager. Maintenance Supervision will assign a CANN Manager. The manager will ensure daily documentation actions (forms/tags/MIS) remain accurate and complete.

11.13.8.4.3. **(Added)** CANN actions from the GITA aircraft must be routed through MXG Supervision as this requires HQ AFGSC/A4 involvement in obtaining SPO approval.

11.15.4.1.1. **(Added)** See Paragraph 11.15 of this publication.

11.16.2.1. **(Added)** When completing initial certifications, the certifying official will complete an AF Form 2426 to include a certification statement, printed name and signature in the remarks section. The AF Form 2426 will accompany the AFGSC Form 64 for placement on the SCR.

11.17.5.4. **(Added)** Responsibilities during Operation of Installed Aircraft Engines.

11.17.5.4.1. **(Added)** The MOC will:

11.17.5.4.1.1. **(Added)** Verify aircraft are located on a parking spot that is rated for the applicable power setting IAW BARKSDALEAFBI11-250.

11.17.5.4.1.2. **(Added)** Verify in IMDS that individuals are qualified and current for applicable engine runs. Maintain an engine run clearance log that documents date, aircraft tail number, employee numbers of engine run individuals occupying left and right seats and power setting of engine run. Forward a copy of engine run log, every week to 2 Maintenance Training Flight for 90-day engine run proficiency updates.

11.17.5.4.1.3. **(Added)** Notify the tower of aircraft tail number, location and reason for engine run.

11.21.2. **(Added)** The AMXS/Ops Officer/MXA is responsible for ensuring effective aircraft thermal protective device maintenance is accomplished IAW applicable aircraft TOs, and this instruction.

11.34.2. **(Added)** Individual Responsibilities: Individuals will immediately notify supervision/MOC of all incidents. All individuals involved shall remain on scene until interviewed by QA personnel.

15.1.2.1.2.1. **(Added)** Configuration items will be verified during phase using a local 2 MXG checklist provided by PS&D. The Configuration checklist will be turned into PS&D section once completed and reviewed by the PS&D ACM.

15.2.1.2.1.1. **(Added)** PS&D will ensure:

15.2.1.2.1.2. **(Added)** AFTO Form 95 and required Main Landing Gear/Tip Gear AFTO FORM 95s are maintained in the aircraft jacket file.

15.2.1.2.1.3. **(Added)** AFTO Form 95, IMDS printout/or file upload is updated during the annual jacket file inspection.

15.2.1.2.1.4. **(Added)** Significant aircraft history is input to IMDS automated history such as:

15.2.1.2.1.5. **(Added)** EM will ensure Engine AFTO Forms 95 are maintained in EM Section and removal, installations and significant repair data on engines is annotated.

15.1.3.4. **(Added)** Shared Resources Meeting. A shared resources meeting will be accomplished Monday of each week (if Monday falls on a down day/family day/holiday/training day, the NCOIC of PS&D may elect to cancel or reschedule the shared resources meeting for that week) and chaired by PS&D. As a minimum, the meeting will focus on a 3-month forecast. This is the best opportunity for the PS&D dedicated AMU schedulers to sit face-to-face with AMXS, MXS, MUNS, MXG sections representatives to resolve scheduling conflicts.

15.1.3.4.1. **(Added)** Shared resources will be attended by the PS&D AMU Schedulers, PS&D Time Change Manager, PS&D TCTO Manager, AMU production super, AFE, EMB, MXS production, corrosion, 464 representative, TFI PS&D, FTD, WLT, Egress and any additional key players (decision makers) that is requesting shared resources from the MXG.

15.1.3.4.2. **(Added)** Aircraft inspection (phase/isochronal) scheduling; egress; fuels; armament; engines; wash rack; corrosion control; aircrew flight equipment; training; munitions; ground instructional trainer aircraft (GITA); contractor/depot field teams; TCI schedule; TCTOs due within 6 months and hangars will be covered.

15.1.3.4.3. **(Added)** Document the shared resources meeting on AF IMT 2410 or locally developed form. PS&D will maintain the AF IMT 2410 or locally developed form and the shared resources slides/product for a minimum of three months. AF IMT 2410 or locally developed form will be used to record additional information discussed during the shared resources meeting and to track attendance of the shared resources meeting. These documents will be maintained on the PS&D Shared Point.

15.1.4.2.1.1. **(Added)** PS&D familiarization will be completed using the B-52 Super FAM course (when available).

15.1.6.4.3. **(Added)** If a MX action shows on the AF Form 2402 (Weekly Checkerboard) it will reflect on the MSE page to be tracked and calculated in MSE.15.2.1.2.1. **(Added)** MDS MIS for B-52 is IMDS. All required configuration items (to include AFE equipment) will be tracked using IMDS. The OWCs are responsible for loading their own parts in to the MIS (SEL) and to ensure proper loading of parts IAW T.O. 00-20-1 and T.O. 00-20-2.

15.2.2.2.1.3. **(Added)** PS&D will develop and maintain the standardized master aircraft jacket file. Electronic folder is authorized.

15.2.2.2.1.2.2. **(Added)** Historical AFTO Forms 781A will be reviewed by AMU and forwarded to PS&D for filing.

15.2.2.3.14.3.1. **(Added)** PS&D will review the forms for the following: Missing pages and valid dates. If errors are found return the forms back to AMU for corrections.

15.2.2.2.2.2. **(Added)** The DD Form 2861, will be used to cross-reference documents that are decentralized outside of the aircraft jacket file.

15.2.2.3.12. **(Added)** Examples of authorized TO variances would include but not limited to: 107/202 engineering request, approved waivers and extensions.

15.2.2.3.14.5.1. **(Added)** PS&D has NLT 10 duty days after the missing letter was issued to notify applicable maintenance unit supervision. It is the responsibility of the AMU/AMXS to return missing forms letters to PS&D.

15.2.4.2.1.1.1. **(Added)** Pre-docks (to include ADR) will normally be scheduled 1-day before MXS starts any pre-phase requirements (i.e., wash/NDI/fuel systems checks) of a scheduled phase.

15.2.4.2.1.1.2. **(Added)** AMU Pro Super, Dock Chief, APG Section Chief, DCC, EM, NDI, COSO, Eagle Super, Egress, AFE, and MXO PS&D will attend both pre- and post-dock meetings.

15.2.4.2.1.1.3. **(Added)** EM will verify engine cycles TOT and Time Since Overhaul (TSO), discuss any special inspections, time changes or TCTOs for the engines.

15.1.3.2.1. **(Added)** Manual JCN should be input into IMDS as soon as possible after the system is returned to normal operation. (See Table 15.1)

15.1.3.2.2. **(Added)** The JCNs for periodic inspections are of unique construction. The first five positions consist of the year and Julian date. The sixth position designates the periodic inspection being performed. (A or B equals a number 1 or 2 phase). EXAMPLE: 16031A100 would indicate a number 1 phase started on 31 Jan 16. Hourly Post-Flight Inspections JCNs are constructed in the same manner as periodic inspections except the sixth position will be "D" (See Table 15.1).

15.1.3.2.3. **(Added)** JCNs for AGE, including trailers and missile test equipment are the same as aircraft periodic inspections except the sixth position will be "G" (See Table 15.1).

Table 15.1 (**Added)** Manual JCN Listing

JCN	Workcenter
6001 – 6075	TRANSIENT MAINTENANCE
6076 – 6099	AIRCREW FLIGHT EQUIPMENT
6100 – 6150	QUALITY ASSURANCE
6151 – 6175	WEAPONS STANDARDIZATION
6176 – 6200	372 TRS/DET 5
6201 – 6299	MOF PS&D
6300 – 6349	20 AMU DISPATCH
6350 – 6399	20 AMU DEBRIEFING
6400 – 6449	20 AMU SUPPORT SECTION
6450 – 6499	96 AMU DISPATCH
6500 – 6549	96 AMU DEBRIEFING

6550 – 6599	96 AMU SUPPORT SECTION
7050 – 7099	20 AMU DEPLOYED
7100 – 7149	96 AMU DEPLOYED
8100 – 8199	2 MXS PHASE DOCK
8200 – 8299	2 MUNS ARMAMENT
8300 – 8399	2 MUNS MUNITIONS SUPPORT UNIT
8400 – 8425	2 MXS ELECTRO/ENVIRONMENTAL
8426 – 8450	2 MXS PNEUDRAULICS
8451 – 8475	2 MXG ENGINE MANAGEMENT
8476 – 8500	2 MXS ACCESSORY
8501 – 8525	2 MXS MATERIAL SUPPORT SECTION
8526 – 8550	2 MXS TEST CONTROL
8551 – 8575	2 MXS JET ENGINE
8576 – 8600	2 MXS EGRESS
8601 – 8625	2 MXS FUEL SYSTEM
8626 – 8650	2 MXS SURVIVAL EQUIPMENT
8651 – 8675	2 MXS NDI
8676 – 8700	2 MXS STRUCTURAL REPAIR
8701 – 8725	2 MXS METAL TECHNOLOGY
8726 – 8850	2 MXS AVIONICS FLIGHT
8851 – 8875	2 MXS ELECTRONIC WARFARE
8876 – 9024	2 LRS LOCAL MANUFACTURE
9025 – 9999	HELD IN RESERVE
A001 – A500	#1 PHASE INSPECTION
B001 – B500	#2 PHASE INSPECTION
D001 – D500	HOURLY POST-FLIGHT INSPECTION
G001 – G500	POWERED/NON-POWERED AGE
G501 – G600	MUNITIONS TRAILERS
G601 – G700	ENGINE TRAILERS
G701 – G999	MISSLIE TEST EQUIPMENT

15.2.6.3.1. **(Added)** When aircraft are sent off-station to fly deployed sorties for periods of 120 days or less (parent-unit maintenance provided), do the following:

15.2.6.3.1.1. **(Added)** The PS&D will:

15.2.6.3.1.1.1. **(Added)** Request/run a 418-ARC, from Data Base Management for each deploying aircraft.

15.2.6.3.1.1.2. **(Added)** If a maintenance scheduler is not deployed, ensure production is familiar with the ARC. This is important to manage scheduled maintenance and what needs to be accomplished with unscheduled maintenance when affecting special inspection, time changes, and TCTOs.

15.2.7.2.1. **(Added)** When directed by impoundment official or MMA, the following procedures apply:

15.2.7.2.2. **(Added)** The Database Manager will:

15.2.7.2.2.1. **(Added)** Lock out IMDS and notify Field Assistance Branch for Database security.

15.2.7.2.2.2. **(Added)** Call Defense Enterprise Computer Center (DECC) to request a save to tape (10 to 20 minutes).

15.2.7.2.2.3. **(Added)** Unlock IMDS and return system to normal operations.

15.2.7.2.2.4. **(Added)** Put IMDS in File Update Mode (FUM).

15.2.7.2.2.5. **(Added)** Record the pertinent information and process IMDS screen #931 to freeze aircraft records in REMIS.

15.2.7.2.2.6. **(Added)** Process online inquiry and background reports as directed by QA or safety investigation/inspection team.

15.2.7.2.2.7. **(Added)** Coordinate with PS&D/AVDO to change Possession Purpose Identifier (PPI) to XW, for aircraft lost as a result of a flying accident awaiting determination of applicable termination code.

15.2.7.2.3. **(Added)** The PS&D will:

15.2.7.2.3.1. **(Added)** Lock the aircraft jacket file with all required records. Notify decentralized records section of the impoundment of records. PS&D will verify all decentralized records have been turned in to PS&D when applicable and notify the impoundment official of any missing records. NOTE: not all decentralized records are required to be turned in for all impoundments. Those records not turned in will be marked by the OWC as impounded. The OWC has responsibility for controlling any decentralized records within their WC.

15.2.7.2.3.2. **(Added)** Unfreeze the aircraft jacket file once impoundment is completed and release decentralized records to their OWC.

15.2.7.2.4. **(Added)** Decentralized record sections will:

15.2.7.2.4.1. **(Added)** When directed by PS&D, secure all records and or turn in records when directed by PS&D.

15.2.7.2.4.2. **(Added)** Collect all records for their OWC from PS&D NLT 2 duty days of the impoundment release.

15.2.8. **(Added)** When directed to consolidate records, PS&D will:

15.2.8.1. **(Added)** Within 1-hour of notification from MXG leadership/QA to centralize all records, recall and consolidate records from all decentralized sections (e.g. crew chief section, AFE, EM, Fuel Cell, NDI and QA, etc.). Decentralized sections will deliver required records to PS&D for consolidation within 2-hours of notification.15.2.8.2. **(Added)** Notify impoundment official when records are ready for pick-up.

15.2.8.3. **(Added)** Impoundment official will ensure PS&D is notified. Impoundment official will sign out records on AF Form 614, *Charge Out Record* and ensure security of records.

15.3.1.2.1. **(Added)** PS&D will work with applicable COSO to order, manage and dispose of HAZMAT items for applicable TCI/TCTOs utilizing the cradle-to-grave methodology. The requisition number will be forwarded to the applicable PS&D as soon as possible for follow-up action during the TCTO reconciliation meetings

15.2.2.2.2.3. **(Added)** Annually, PS&D will visit sections with decentralized records (i.e., NDI, Fuel Cell, and Egress), to inspect historical records. If discrepancies are found, write a MFR to the section NCOIC/Section Chief. Document the inspection on AF Form 2411.

15.3.2.2. **(Added)** OWC are responsible for loading parts in the MIS/IMDS 42-SEL. Parts will be established in IMDS IAW T.O. 00-20-9 and T.O. 00-20-1.

15.3.2.7. **(Added)** APG will provide PS&D with a wheel and tire physical verification sheet for all wheel and tire installs prior to PS&D clearing suspense validation 128-QVR in IMDS. PS&D will verify the wheel and tire sheet to ensure it matches what is installed in IMDS. If the wheel and tire physical varication sheet does not match IMDS (after PS&D has reviewed 128-QVR and 810-PTI) then PS&D will notify APG to make the corrections in the MIS/IMDS to ensure data integrity.

15.3.3.2.2.4. **(Added)** T1 and T2 modifications (mods) are designed to test the operational capability and functionality of a modified sub-system, new equipment or new capability before such mods are installed fleet wide. T1 and T2 mods (i.e. Enhance Data Link (EDL)) are not designed to move from aircraft to aircraft based on a needed perception. 2 OG/CC will request movement of these mods from the originally installed aircraft through the 2 MXG/CC before any expenditure of manpower and resources.

15.3.3.2.2.4.1. **(Added)** T1 and T2 mods (mod) will be processed as follows:

15.3.3.2.2.4.2. **(Added)** QA/PIM will review and forward a stamped and approved copy of the AF Form 1067, *Modification Proposal* to PS&D; attend the T1 and T2 Mod meeting as scheduled by PS&D and follow-up the initial installation and removal of T1 and T2 Mod as determined in the initial planning meeting.

15.3.3.2.2.4.3. **(Added)** PS&D will schedule and chair the T1and T2 Mod meeting. PS&D and QA/PIM will determine who will attend the meeting.

15.3.3.2.2.4.4. **(Added)** During T1 and T2 Mod meeting, determine the mod strategy for the Mod(s), when they will be accomplished, what work centers will accomplish the work, what record entries will be made, and who will sign off installation/removal JCNs in IMDS (if not the 49th Test and Evaluation Squadron (TES)).

15.3.3.2.2.4.5. **(Added)** The AF Form 2410, *Inspection/TCTO Planning Checklist* is initiated and used to record the meeting and condition for accomplishing the T1 and T2 Mod. Pertinent discussion items (i.e., T1 and T2 applicability and purpose, number and ID of units to be modified, additional training required for affected personnel, disposition of affected components) are annotated on the AF Form 2410. All attending will sign the form at the conclusion of the planning meeting indicating agreement with conditions.

15.3.3.2.2.4.6. **(Added)** PS&D will establish a T1 and T2 Mod folder for each T1 and T2 Mod upon receipt. Include the AF Form 1067 and signed AF Form 2410.

15.3.3.2.2.4.7. **(Added)** Create a data code and load T1 and T2 Mod in IMDS.

15.3.3.2.2.4.8. **(Added)** Load applicable aircraft in 17 (workable) status in IMDS when notified by responsible agency that the mod will be installed.

15.3.3.2.2.4.9. **(Added)** Delete an aircraft from the T1 and T2 Mod in IMDS when notified of de-mod action.

15.3.3.2.2.4.10. **(Added)** Create a JCN in IMDS for aircraft being modified.

15.3.3.2.2.4.11. **(Added)** Make an automated history in entry in IMDS for the aircraft documenting the mod and de-mod of a T1 and T2 Mod.

15.3.3.2.2.4.12. **(Added)** AMU Production Section will ensure red bordered AFTO Forms 95 are placed in or removed from the aircraft forms upon installation/removal and ensure accuracy of IMDS screen #525 and the aircraft forms during document reviews.

15.3.3.2.2.4.13. **(Added)** 49 TES will notify the QA PIM and PS&D prior to installation and removal of any T1 and T2 Mods.

15.3.3.2.2.4.14. **(Added)** AMU Dispatch will create/provide JCNs for T1 and T2 Mod removal upon request and notify PS&D of T1 and T2 Mod removal actions.

15.3.3.2.4.3. **(Added)** Minimal attendees for the monthly TCTO meeting: Wing PS&D TCTO Manger, AMU PS&D, TFI Wing TCTO Manger, MUNS PS&D, EMB, FSC/COSO, AGE PS&D and AMU Production.

15.3.3.2.4.4. **(Added)** FSC/COSO will complete a 100 percent reconciliation of all TCTO kits/parts/tools prior to the TCTO monthly reconciliation meeting and provide TCTO managing agencies with an account of all kits/parts/tools on order and on station.

15.3.3.2.4.5. **(Added)** At the monthly TCTO meeting the following areas will be discussed: FSC/COSO will brief kit/parts status, PS&D will brief/reconcile any scheduling factors, current TCTO status, anticipated problems for all active TCTOs, review previous monthly meeting minutes, brief TCTOs due within six months of grounding or expiring dates and any new relatable topics for TCTOs.

15.3.3.3.1.3.1. **(Added)** QA will distribute TCTO copies within 2 duty days of QA date stamp.

15.3.3.3.2.3.2. **(Added)** Wing PS&D will establish a Master TCTO folder. All scheduling sections maintaining TCTOs will set up their TCTO folders to match the master TCTO folder located in Wing PS&D. Additionally, Wing PS&D will standardize wing monthly/weekly utilization schedules among the same MDSs.

15.3.3.3.2.8.3. **(Added)** Munitions Missile Engine Procedures as follows:

15.3.3.3.2.8.4. **(Added)** For expended missiles, 2 MUNS Aerospace Vehicle Distribution Officer (AVDO) message will provide the Termination Report to 2 MXG EM no later than one duty day following transmission of the termination message.

15.3.3.3.2.8.5. **(Added)** The SRAN (engine manager) will prepare the necessary shipping documents for all spare aircraft/missile engine shipments.

15.3.3.3.2.8.6. **(Added)** The 2 MUNS Cruise Missile Flight EM will notify the 2 MXG EM of all missiles with installed engines received, shipped, or expended by 0900 of the first duty day following the occurrence.

15.3.3.3.2.8.7. **(Added)** For outbound missiles, 2 MUNS AVDO will provide the AVDO to 2 MXG EM no later than one duty day following the transmission of the message.

15.3.3.3.2.8.8. **(Added)** Within 10 duty days of receipt missiles, 2 MUNS Cruise Missile Flight will physically verify missile engine serial numbers and all serially tracked subcomponents

against the engine's/missile's AFTO 95. Provide engine records to the 2 MXG EM section for entry into CEMS.

15.3.3.3.2.8.9. **(Added)** For containerized engines, the 2 MUNS Cruise Missile Flight will physically verify the engine serial number and all serially tracked subcomponents against the engine's AFTO 95

15.3.3.3.2.8.10. **(Added)** For outbound engines, the 2 MUNS Cruise Missile Flight will provide individual DD1149 forms for each outbound containerized engine to 2 MXG EM no later than one duty day following the shipment.

15.3.3.3.2.8.11. **(Added)** For inbound engines, the 2 MUNS Cruise Missile Flight will provide all associated historical record data for the containerized engine to the 2 MXG EM section for entry into CEMS no later than three duty days after receipt.

15.3.4.2.4.1.4. **(Added)** Routing local JSTs/Profile JSTs:

15.3.4.2.4.1.5. **(Added)** PS&D may add local JSTs for tracking inspections directed by an AFI.

15.3.4.2.4.1.6. **(Added)** Requesting initiating WC (other than PS&D) will break down the new requested JST by WCE number and add in the duration, WUC, WC, Symbol and Narrative. Request a routing form from QA and route the request through QA.

15.3.4.2.4.1.7. **(Added)** Once the JST is reviewed by QA for accuracy; QA will forward the request to PS&D inspection/dash 6 monitor to be reviewed/loaded to IMDS.

15.3.4.2.4.1.8. **(Added)** PS&D will forward QA 469-JFI from IMDS (Display Data For A Particular JST Number) showing the new/updated JST. QA will file the new JST request.

15.3.4.3.5.3. **(Added)** Minimal attendees for the monthly TCI reconciliation meeting: Wing TC Manger, AMU PS&D, AMU Production, AFE, Egress, AFK Munitions, EMB, TFI PS&D, FSC, COSO, and AMU Weapons.

15.3.4.3.5.4. **(Added)** PS&D will chair the monthly TCI meeting. The meeting will be documented on an AF Form 2410 or locally developed form to document attendance and meeting minutes. PS&D will publish AF Form 2410/meeting minutes on the PS&D shared point and keep on file for a minimum of one year.

15.3.4.3.5.5. **(Added)** At the monthly reconciliation meet LRS/COSO will brief on TCI parts on order/on hand and complete the 100 percent reconciliation of due-outs prior to the TCI monthly meeting and brief on any issues or limiting factors. PS&D will brief the current AFK quarterly forecast and during the quarterly meeting brief the next AFK TCI quarterly forecast to deconflict any issues with PWC (e.g. egress, weapons, AMXS, AFE, etc.), any PDM requirements, TCI on extension that are expiring within 90 days and any other current TCI issues that need to be addressed.

15.3.4.3.12.2. **(Added)** AFE will complete all portions of the annual and quarterly TCI forecasts on AFTO Form 223 for AFE TCI IAW T.O. 00-20-9 3.3. AFE will submit their AFTO Form 223 to PS&D and AFK. TCI forecasted by AFE will be incorporated in to the planning process (PS&D schedules/products).

15.3.5.2.1. **(Added)** Maintenance supervisors at all levels must ensure the following procedures are followed to guarantee depot maintenance assistance is both necessary and requested properly. Further detailed guidance and responsibility may be found in AFI 21-103, *Equipment Inventory,*

Status and Utilization Reporting; AFCSM 21-564 Volume II, *Integrated Maintenance Data System (IMDS) Status Inventory Reporting*, and TO 00-25-107, *Maintenance Assistance*.

15.3.5.2.1.1. **(Added)** AFETS will:

15.3.5.2.1.1.1. **(Added)** In coordination with supporting agencies, draft Un-Programmed Depot Maintenance (UPDM) requests IAW TO 00-25-107 when required and forward to PS&D.

15.3.5.2.1.1.2. **(Added)** After official AFGSC certification and depot acceptance of the 107 UPDM requests, negotiate the repair MOA between ALC, AFGSC and affected base agencies.

15.3.5.2.1.1.3. **(Added)** Ensure aircraft, equipment, personnel, workspace, transportation and other items are assembled in support of the depot repair. Field team repairs will be performed on the flightline whenever possible. Hangar space will only be used when absolutely necessary.

15.3.5.2.1.1.4. **(Added)** Upon arrival of the Depot Field Team (DFT) or contractor, notify owning squadron, MXG/CC/CD and MXO PS&D. MOF PS&D will ensure proper aircraft inventory reporting and chair initial meeting.

15.3.5.2.1.1.5. **(Added)** Assist with and transmit the DFT/contractor arrival message to ALC and AFGSC.

15.3.5.2.1.1.6. **(Added)** Assist with and transmit the DFT/contractor arrival message to ALC and AFGSC.

15.3.5.2.1.1.7. **(Added)** During the repair take all required actions to ensure the DFT/contractors are gainfully employed at all times. Should a work stoppage be unavoidable, notify owning squadron, MXG/CC/CD, AFGSC, depot and PS&D of the stoppage and rationale.

15.3.5.2.2. **(Added)** Quality Assurance will:

15.3.5.2.2.1. **(Added)** Ensure technical order guidance as well as this instruction is followed.

15.3.5.2.2.2. **(Added)** Ensure 107 UPDM requests are valid and not within the repair capability of Barksdale agencies.

15.3.5.2.2.3. **(Added)** Review the 107 UPDM request and assist with any corrections.

15.3.5.2.2.4. **(Added)** Provide over-the-shoulder, cursory inspections of DFT/contractor repairs as required.

15.3.5.2.2.5. **(Added)** Upon acceptance of the repaired aircraft or equipment, QA will notify PS&D and MOC to ensure proper aircraft inventory reporting.

15.3.5.2.3. **(Added)** PS&D will:

15.3.5.2.3.1. **(Added)** Change aircraft PPI code to "BQ" upon receipt of a transmitted 00-20-107 request, IAW AFI 21-103 para 2.10.3. "BQ" PPI will be effective on the date and time the 00-20-107 request message was sent. Should AFGSC not certify, or depot not accept the 00-20-107 UPDM request, aircraft will be returned to its original PPI code effective the date and time reply message was received. Complete AFI 21-103 reporting as required.

15.3.5.2.4. **(Added)** Upon completion of the repair, the owning unit, in conjunction with QA, will ensure all aircraft forms are properly annotated, including the AFTO Form 95. The repair must be accepted before releasing the DFT/contractor.

15.3.6.1.1.1.1. **(Added)** Aircraft Transfer Out Procedures

15.3.6.1.1.1.2. **(Added)** No later than 10 duty days prior to transfer notify work centers that maintain decentralized records to forward applicable records to PS&D, and generate AFTO Form 290, Aerospace Vehicle Delivery Receipt.

15.3.6.1.1.1.3. **(Added)** Two duty days prior to transfer inventory aircraft jacket file using the AFTO Form 290.

15.3.6.1.1.1.4. **(Added)** Schedule an aircraft document review NLT one duty day prior to aircraft transfer.

15.3.6.1.1.1.5. **(Added)** Upon transfer flight of the aircraft sortie completion (may be different than actual departure aircraft hours due to transfer requirements outlined in AFI 21-103), make an automated history entry indicating when aircraft is transferring, where it is transferring to, and aircraft hours when transferred.

15.3.7.1. **(Added)** PS&D will coordinate with egress shop to ensure an egress system CAD/Propellant Activated Device (PAD) inspection is accomplished on newly assigned aircraft and upon those returning from depot/PDM where the egress system has been worked on by depot personnel. Update IMDS as required. PS&D will validate all time changes and special inspections are loaded and due dates/times are verified in IMDS. Egress will monitor full CAD/PAD verification requirements IAW T.O. 00-20-1 AFGSC SUP 2.21.3.

15.3.7.2. **(Added)** EM will validate engines and engine components are loaded and due dates are correct.

15.3.7.3. **(Added)** AMXS will perform a complete -21 series TO equipment inventory of assigned equipment.

15.3.7.4. **(Added)** Weapons Release will perform a complete -21 series TO equipment inventory of assigned equipment.

15.3.7.5. **(Added)** Egress will forward a signed verification list (screen #257) of parts installed on aircraft to MXO PS&D for filing in aircraft jacket file.

15.3.7.6. **(Added)** AGE Scheduler will ensure equipment inspection items are up-to-date and prepare AFTO Form 244/IMDS automated history for shipment with the equipment. AGE Scheduler is responsible to load newly assigned equipment, inspection items and history in IMDS.

15.3.8. **(Added)** Aircraft Transfer In Procedures

15.3.8.1. **(Added)** PS&D will notify agencies with decentralized records to come pick records. Schedule a transfer meeting to go over SI/TCI/TCTOs that were accomplished at PDM, and the items that need to be accomplished. Minimum attendees for this meeting are PS&D, AMU Pro Super, Crew Chief, Eagle Super, Egress, EMB, QA, NDI, Full Cell and AFE.

15.3.8.2. **(Added)** Schedule an aircraft document review NLT one duty day prior to aircraft first flight and ensure the serial number verification sheet has been returned and validated in IDMS.

15.3.8.3. **(Added)** Provide the part number/serial number verification checklist to 2 AMXS for completion and follow-on update.

15.3.8.4. **(Added)** Within five duty days of arrival conduct a complete inventory of jacket file, and update jacket file inspection tracker.

15.3.8.5. **(Added)** PS&D will make an automated history entry indicating where aircraft is transferring from, when it arrived, and aircraft hours upon transfer (may be different than actual aircraft arrival hours due to transfer requirements outlined in AFI 21-103). If an aircraft is returning from PDM or UDLM, ensure all hard copy AFTO Form 95's are automated; update all special inspections, time change items and TCTOs that were accomplished at PDM in IMDS. Use MSAT to verify missing and wrong SI/TCI. Wing TCTO manager will review all open TCTOs.

TY W. NEUMAN, Colonel, USAF
Commander, 2d Bomb Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

Barksdale AFB Instruction 13-396, *Airfield Tool Control for All Non-Aircraft Maintenance Agencies*

Barksdale AFB Maintenance Instruction 21-16, *Ground Instructional Trainer Aircraft (GITA) Utilization*

Barksdale AFB Instruction 11-250, *Airfield Operations and Base Flying Procedures*

TO 1B-52H-5, *Basic Weight Checklist and Loading Data*

TO 1B-52H-2-2JG-4, *Ground Handling, Servicing, and Airframe Maintenance – Part IV*

TO 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*

Adopted Forms

AF Form 223, *Time Change Requirements Forecast*

AF Form 614, *Charge Out Record*

AF Form 1206, *Nomination for Award*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

DD Form 1149, *Requisition and Invoice/Shipping Document*

Abbreviations and Acronyms

307 Wg/SE—307 Wing Safety

ALA—Ammunition Loading Assembly

ARC—Air Reserve Component/Automated Records Check

ASTM—Aircraft Structural Maintenance

CG—Center of Gravity

EWIR—Electronic Warfare Integrated Programming

GWC—Ground Weapons Check

FUM—File Update Mode

MAC—Mean Aerodynamic Cord

MMA—Maintenance Management Analysis

MSAT—Maintenance Scheduling Application Tool

OTTO—On Time Takeoff

PAD—Propellant Activated Device

TOT—Total Operating Time

TSO—Time Since Overhaul

UPDM—Un-Programmed Depot Maintenance

WAM—Wing Avionics Manager